

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1890      **TITLE:** COURTS IT PROGRAM DIRECTOR      **GRADE:** S-34

**DEFINITION:**

Under administrative supervision, provides planning, direction, and integration of activities and resources for the information technology operations of all the Courts (Circuit Court, General District Court and Juvenile and Domestic Relations Court); Serves as the Courtroom Technology liaison and provides coordination with the Department of Information Technology and the Courts; the operations can include IT planning and research, technical support services, and/or Court policy development; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is managerial work ensuring the effective functioning of conducting Court through development and use of specific courtroom technologies and its integration in County, State or multi-agency operations.

**ILLUSTRATIVE DUTIES:**

Manages all activities relating to the administration of Courtroom process and procedure through specified technologies;

Develops and implements IT strategic plan as it relates to the Court's IT programs and operations;

Combines the goals of the Courts with advancements in the IT field into specific IT goals, objectives, and solutions for effective operations;

Directs and manages the provision of a broad range of technical support services to assist individual users and Court agencies in maximizing business value derived from information technology;

Directs the development of IT project plans by facilitating and directing multi-disciplinary teams, developing and evaluating RFP's, tracking expenditures, managing capital projects, etc.

Represents the County and Courts in the promotion of the use of technologies and courtroom automation;

Provides specifications for Courthouse building development and Court Administration facilities technology and supporting infrastructure;

Ensures execution of courtroom technology in proceedings is in accordance with law and case rulings.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of organizational management, budgeting, personnel administration, and financial management;

Extensive knowledge of County government operations;

Knowledge of Court regulations and operations;

Knowledge of the methods and practices of operational short- and long-range planning;

Ability to supervise and provide leadership to individuals as well as groups of employees;

Understanding of the capabilities and requirements of various computer platforms and their potential impact on operations;

Considerable knowledge of the administrative/operational areas (e.g., planning, training, etc.) relevant to the position.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Possession of a bachelor's degree in computer science, or closely related field; PLUS  
Seven years of progressively responsible experience in applying information technology to meet the needs of a government or business organization.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REGRADED:            March 6, 2009  
ESTABLISHED:        August 29, 2008